

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**REHABILITATION INSPECTOR  
PLANNING AND DEVELOPMENT DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs administrative and inspections work related to the rehabilitation of housing for low-income residents and others. Employee reports to the Coordinator of Field Services.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs administrative and investigative work in the rehabilitation of the City's low-income housing. Employee is also responsible for identifying needed funds for rehabilitation work, procuring contractors, inspecting work performed, and coordinating the Housing Rehabilitation Program's compliance with federal and state regulations. Independent judgment and initiative must be exercised in determining if specific requirements are met and in performing various duties as assigned. Considerable tact and firmness are required in dealing with contractors, property owners and the general public on housing rehabilitation matters. Work is performed under limited supervision of the Coordinator of Field Services and is evaluated through conferences and review of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Performs structural evaluations to determine the work that needs to be done on each structure; meets with homeowners to determine their housing needs; prepares work write-ups; estimates the cost of the work and secures bids for the work.

Secures vendors to complete the rehabilitation work; inspects the work in progress as well as completed rehabilitation projects; approves change orders and expenditures.

Resolves conflict between homeowners and contractors.

Attends public meetings and conferences.

Maintains records and prepares periodic and special reports; prepares a variety of correspondence.

## **REHABILITATION INSPECTOR**

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and procedures of structural inspections.

General knowledge of legal procedures as related to code enforcement and housing rehabilitation.

General knowledge of federal and state regulations pertaining to housing rehabilitations.

General knowledge of the current literature, trends, and developments in the field of housing rehabilitation.

General knowledge of the geographical layout of the City.

Ability to detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, the general public, etc.

Ability to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school, supplemented by special training in building inspection, and at least 1 year experience in residential and/or commercial electrical building, mechanical or plumbing construction work; and/or any equivalent combination of training and experience which required to perform the essential position functions.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the State of North Carolina.

## REHABILITATION INSPECTOR

### COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 15  
Non-Exempt